

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

Regular Meeting

Wednesday, April 24, 2019 at 8:30 a.m.

Airport Terminal Conference Room

1877 Airport Loop Road

Kerrville, Texas 78028

MEMBERS PRESENT:

Ed Livermore, President

Bill Wood, Vice President

Jim Mans

Keith Miller

MEMBERS ABSENT:

Mark Mosier

AIRPORT BOARD ATTORNEY:

Dixon Mosty

AIRPORT BOARD STAFF PRESENT:

Mary Rohrer, Airport Manager

Carole Dungan, Executive Assistant

COUNTY STAFF PRESENT;

Tom Moser, Commissioner Pct. 2

James Robles, Assistant County Auditor

CITY STAFF PRESENT:

Judy Eychner, City Council Place 4

VISITORS:

Gil Salinas, COO, Kerr Economic Development

Joe Kennedy, Owner Kerrville Aviation

I-N-D-E-X

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	4A. Financials Review for March	3
	4B. Presentation from Gil Salinas, COO Kerr Economic Development	3
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	• New Board Member • Stakeholder Tour Of FY 2020 Capital Projects • Report on TXDOT Convention and Meeting • FY 2020 Budget approval status • T-hangar Project status	
	4D. Strategic Planning	3
	• Review of April 10, 2019 Workshop #4 – Goals and Objectives • Develop and Define Action Steps	3
	4E. Introduction of new Airport Board Attorney, Dixon Mosty	3
	4F. Real Property (Executive sessions 551.072)	4
5.	EXECUTIVE SESSION	
	The Kerrville-Kerr County Joint Airport Board reserves the right to discuss any of the above Items in executive closed session if they meet the qualifications in Session 551.071(consultation with Attorney), 551.072 (deliberations regarding real property), 551.073 (deliberations regarding gifts), 551.074 (personnel matters), 551.075, 551.076(deliberations regarding security devices) or 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas.	
6.	ADJOURNMENT	4

1. VISTOR FORUM – None

2. KERRVILLE – KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM –

Mary Rohrer, Airport Manager has a request from Mark Mosier that everyone checks to see that they are receiving all the emails from the Jody Grinstead when she is sending out the meeting agendas.

3 .CONSENT AGENDA:

The Board approved the March minutes with a vote of 4-0 with 1 absent.

4. DISCUSSION AND POSSIBLE ACTION

4A. Financials - James Robles – Presented the financials for March. Mary Rohrer brought to the Board's attention that they will be a charge for the repair of Gate #3. A new gate controller will be installed .The Board voted to accept them with a 4-0 vote with 1 absent.

4B. Gil Salinas, COO, Kerr Economic Development gave a presentation to the Board on the procedure to apply for and receive funds. There are 5 step and 2 waiting periods entailed in the process and the total time would be from 4 to 6 months

4C. General Updates:

Mary Rohrer reported to the Board that Trey Atkission has been approved by both the City and County as the newest member of the Joint Airport Board. He will take the Oath of Office and be seated on the Board at the June Meeting.

Mary also spoke of holding tours of the Airport for our Stakeholder (City Council Persons and County Commissioners) on Wednesday either May 8th or May 15th at 9:00 am. She will be sending out invitations.

Mary Rohrer and Bill Wood reported on the TXDOT Convention and how informative it was for them. They encouraged all the Board Members to try and attend the next convention.

Carole Dungan reported to the Board that the FY 2019-2020 Joint Airport Board Budget is on the agenda for May 13th at the Commissioner's Court and on the City Council Agenda for May 28th.

4D. Jim Mans gave a short review of the last Strategic Planning Workshop and quickly moved to the Action Steps handout (attached to the minutes). Each Board Member assigned to an Initiative is to have the start dates entered on the "Action Steps" (in the dropbox) by May 8th.

4E. Mary Rohrer introduced Dixon Mosty as the new Attorney for the Joint Airport Board. He gave a brief outline of his background and he was welcomed by all of the Board Members.

4E. The Board went into Executive Session, 551.072 Real Property at 10:10 am to consider several items (see attached).

The Board came out of Executive Session at 11:12 and took no action on the items discussed.

5. ADJOURNMENT

Motion for adjournment was made and seconded. Vote was taken 4-0 with 1 absent. Meeting adjourned at 11:19p.m.

KERRVILLE/KERR COUNTY AIRPORT STRATEGIC PLANNING UPDATE

April 24, 2019

STATUS

At the April 10, 2019 Strategic Planning Workshop, the following items were covered:

1. Strategic Initiatives
2. Goals
3. Objectives
4. Next Steps
 - Complete Action Steps
 - Complete the Strategic Planning document including Exhibits
 - Review and finalization of document by the Airport Board with targeted completion by the end of May
 - Present to City and County
 - Implement and monitor

DISCUSSIONS FOR April 24, 2019 BOARD MEETING

The following matters will be considered at the April 24, 2019 Board Meeting:

1. Discuss Action Steps
2. Review preliminary Strategic Report draft
3. Review time table for completion of Strategic Planning
4. Discussion of presentation to City and County

NEXT STEPS

1. Finalize Action Steps including responsible parties and dates
2. Complete Strategic Planning document for Board review
3. Discussion and approval of Strategic Planning process and document at May 22 Board meeting
4. Develop monitoring process
5. Implement and monitor

KERRVILLE/KERR COUNTY AIRPORT									
ACTION Steps - 2019/2025									
REFERENCE				ACTION STEPS	WHO Champion/Partner	WHEN		FUNDING FY Budget	
Initiative	Goal	Objective	Actions			START	END		
A	A1	A1-1		Economic Development	Mark/Trey				
				Build and Maintain Relationships					
				Participate with Other Economic Development Entities					
			a	Coordinate airport economic development with Gil Salinas					
			b	Develop closer relation with CofC					
			c	Develop communication with EIC and KEDC					
	A2	A2-1		Focus on High Potential Airport Businesses					
				Complete List					
		A2-2	a	Determine currently available list of potential businesses					
			b	Work with other EconDev groups to finalize list					
		A3		Actively Pursue Those with Job Creation Potential					
			a	Reach out to commercial real estate developer for ideas					
			b	Develop plan to actively pursue high potential businesses					
				Identify Properties Suitable for Development					
		A3-1		Build Inventory					
			a	Review buildings and property in master plan					
		A3-2	b	Finalize what is available and include on map					
				Determine Properties with Potential to Meet Market Needs					
			a	Document anticipated market needs					
			b	Match properties with potential to meet market needs					

REFERENCE			ACTION STEPS		WHO Champion/Partner	WHEN		FUNDING FY Budget
Initiative	Goal	Objective	Actions			START	END	
B	B1	B1-1		Infrastructure and Financing (Page 1 of 2) Increase Numbers of Hangars Available for Lease Complete 10 New T-Hangars	Jim/Bill			
			a					
			b					
		B1-2						
			a					
			b					
			c					
		B1-3						
			a					
	B2	B2-1	b					
			c					
			d					
			e					
		B2-2						
			a					
			b					
			c					
			d					
		B2-3	e	Install and/or Extend Taxiways				
			a					
			b					
			c					
			d					
			a					
			b					
			c					

REFERENCE			ACTION STEP		WHO Champion/Partner	WHEN		FUNDING FY Budget
Initiative	Goal	Objective	Actions			START	END	
C								
	C1				Keith/Mark			
		C1-1		Service Level Improvement Improve Service to Existing Customers Modify Existing Self Serve Facility				
			a	Identify attributes of first class self fuel operations				
			b	Develop plan for KERV based on those attributes				
			c	Determine where to locate self-serve operation				
			d	Cost the proposed new plan				
			e	Establish policy for pricing based on competition				
			f	Implement the plan				
		C1-2		Improve Service Levels of FBO				
			a	Establish criteria for superior operations				
			b	Develop plan to close gap from current to superior				
			c	Set firm timelines for improvement				
		C1-3		Jet A Sales by Two Providers				
			a	Clearly document the history of how this came to be				
			b	Develop plan to resolve all issues				
			c	Implement plan				
		C1-4		Fuel Use Fee				
			a	Determine the practice followed by area airports with FBO				
			b	Adjust fees to the market				
		C1-5		FBO Goals and Objectives				
			a	Discuss goals and objectives with FBO				
			b	Develop plan to obtain alignment				
	C-2			Increase Sales to Entities Not Currently Using Airport				
		C2-1		Determine FBO Capabilities				
			a	Request current financial statements for FBO				
			b	Evaluate potential for improvement and investment				
		C2-2		Increase Amenities and Diversify Service				
			a	Establish criteria for superior operations				
			b	Develop plan to close gap from current to superior				

REFERENCE			ACTION STEP	WHO	WHEN		FUNDING
Initiative	Goal	Objective			START	END	
D				Champion/Partner Trey/ Keith			FY Budget
	D1		Promotion of Airport				
			Develop Program to Actively Promote Airport				
		D1-1	Determine Population of Prospective Customers				
		a	Investigate and select source(s) of this data				
		b	Prepare data base of prospective customers for KERV				
			Assess Most Effective and Economical Way to Reach				
		D1-2	Evaluate various ways of reaching prospective customers				
		a	Select the most effective and economical to reach these				
		b					
		D1-3	Implement a Marketing Program				
		a	Develop a time phased plan to reach prospective customers				
		b	Develop program funding and participation by others				
		c	Implement plan and monitor quarterly for effectiveness				
	D2		Increase Communications and Outreach				
			Establish Quarterly Airport Functions				
		D2-1	Evaluate various ways to provide functions				
		a	Involve interested parties in this effort				
		b	Select the function which would best serve KERV				
		c	Implement and follow up for effectiveness and modification				
		d					
		D2-2	Improve Communication Methods				
		a	Revise airport website				
		b	Evaluate social media effectiveness and implement as appropriate				
		c	Determine effective ways of communication used by others				
		d	Decide what is best for KERV and implement				
		e	Implement and evaluate program				
		D2-3	Provide Quarterly Updates				
		a	Develop a list of interesting topics relating to the airport				
		b	Quarterly highlight a topic				
		c	Develop a speakers program to present that topic to groups				
		D2-4	Support Education				
		a	Develop list of Aviation Training Programs to offer pilots				
		b	Identify outreach opportunities for youth				
	D3		Relationships with Internal Stakeholders				
		D3-1	Establish Semi-Annual Functions				
		a	Determine dates and content for semiannual owner function				
		b	Provide update on strategic plan				
		c	Consider annual "state of the airport" report to the public				